



AGENDA OF THE CITY COUNCIL
CITY OF BIRCHWOOD VILLAGE
207 BIRCHWOOD AVENUE
WASHINGTON COUNTY, MINNESOTA
AUGUST 23, 2011

WORKSHOP - 7:00 P.M.

CALL TO ORDER – PLEDGE OF ALLEGIANCE

APPROVE AGENDA

WORKSHOP

1. 7:00 Draft 2012 Municipal Budget (Harper/Reiter – see attachment)
Time Budget: 120 minutes

ADJOURN

City of Birchwood Village 2012 Proposed Budget Expenditure Summary

General Fund

Budget Categories	Levy Revenue and Related Expenditures			COMMENTS
	2011	2012	% change \$ change	
General Government	131,800	129,674	-2%	-2,126 Includes desk audit for internal control procedures (\$4,000); across-the-board increases in all categories except for a decrease in office equipment. Does not include any budget for repair and maintenance of city hall.
Public Safety	108,600	113,203	4%	4,603 Does not include the cost of water services from White Bear Lake: emergency response for water main breaks, certified water operator, water testing, hydrant flushing, valve operation, etc. Could fund from Water Fund.
Public Works (Roads)	41,300	54,500	32%	13,200 Includes sign replacement (\$4,000).
Parks	13,000	13,000	0%	0 Includes same level as 2010 including \$5,000 from Park Special Revenue Fund.
Park Programming	1,500	1,800	20%	300 Plus \$1,500 of mayor's salary. New item includes fireworks donation, 4th of July Parade, and Music-in-the-Park.
Sanitation	24,500	22,050	-10%	-2,450 Includes slight reduction in tree removal.
Other	2,500	5,700	128%	3,200
Capital Projects	0	71,200		71,200 Includes sanitary sewer televising, manhole repairs, lift station pump, and hydrant repairs. Does not include major improvements to city hall.
TOTAL	323,000	411,127	27%	88,127

City of Birchwood Village Year End Fund Balances by Fund

Fund	2005	2006	2007	2008	2009	2010	2011 Yr-to-Date*	Change		Fund Type
								09-10	05-10	
General	\$376,499	\$419,093	\$388,998	\$410,313	\$570,755	\$513,678	\$484,336	-11.11%	26.71%	Unreserved, undesignated fund balance: no legally binding commitment has been made for use of funds.
Public Works (Hall/Cedar)	\$37,934	\$39,536	\$41,258	\$42,421	\$42,421	\$41,571	\$41,571	-2.04%	8.75%	Reserved fund balance: Legally binding commitment for how the funds will be used in the future.
Capital Projects (tennis)	\$125,627	\$126,709	\$154,678	\$102,287	\$102,460	\$65,528	\$66,107	-56.36%	-91.71%	Designated fund balance: No legally binding commitments but the council has designated how the funds will be used in the future.
Sewer	\$299,519	\$280,277	\$280,296	\$369,617	\$296,250	\$173,187	\$181,640	-71.06%	-72.95%	Reserved fund balance (Enterprise fund): Funds must be used for operation, maintenance, and
Water	\$49,091	\$37,118	\$37,118	\$37,133	\$48,348	\$45,623	\$24,533	-5.97%	-7.60%	Reserved fund balance (Enterprise fund): Funds must be used for operation, maintenance, and
Parks							\$15,000			
TOTAL	\$888,670	\$902,733	\$902,348	\$961,771	\$1,060,234	\$839,587	\$798,187	-26.28%	-5.85%	

Source:

Year End Financial Report: Schedule 8 from Statement of Cash Receipts, Disbursements, Transfers, Balances, and Investments. 2005 - 2008 Unaudited, 2009 - 2010 Audited

* As of August 1, 2011.

City of Birchwood Village Revenue and Expenditure Trends and Proposed 2012 Budget
General Fund

Does not include revenues collected through sewer, water and park fees. These are accounted for in separate funds.
Data Source: 2007 - 2010 Year End Financial Statements
2011 Yr-to-Date is through August disbursements

A	B	C	D	E	F	G	H	I	J	K
	2007	2008	2009	2010	2011	Yr-to-Date	Levy	Other	Rev Source	Comments
1										
2										
3	Actual	Actual	Actual	Actual	Budget					
4										
5	284,443	337,304	363,941	323,491	323,000	165,201	1.727			Amount to be certified
6										
6	GENERAL PROPERTY TAXES									
7	1,668	3,387	36,546	9,583	0	60				
8	16,998	9,701	0	0	0	4,341				
9	4,464	2,593	0	0	0	0				
10	1,345	1,191	0	0	0	206				
11	1,408	1,535	0	0	0	28				Biannual fee.
12	25,883	18,407	36,546	9,583	0	4,532				
13	INTERGOVERNMENTAL REVENUES									
14	0	0	0	0	0	0				
15	14,417	12,196	7,201	33,985	0	0				
16	238	238	0	0	0	119				
17	0	10,000	0	3,500	0	13,460				
18	1,500	1,500	0	0	0	1,678				
19	97,382	0	0	0	0	7,119				
20	53,537	23,934	7,201	36,485	0	22,376				
21	0	0	501	992	0	0				
22	GENERAL GOVERNMENT									
23	125	125	0	0	0	328				
24	0	0	8,053	1,116	0	0				
25	86,462	51,109	0	0	0	0				
26	OTHER CHARGES									
27	0	0	0	0	0	0				
28	5,918	3,244	0	0	0	0				
29	FINES AND FORFEITS									
30	942	1,492	2,474	1,277	0	419				
31	0	0	0	0	0	0				
32	MISCELLANEOUS REVENUES									
33	803	427	0	0	0	0				
34	14,231	8,806	2,764	1,332	0	595				
35	649	664	0	0	0	600				
36	1,319	1,003	0	0	0	1,792				
37	205,515	199,000	35,000	70,000	0	0				
38	83,558	85,650	0	0	0	0				
39	4,747	5,342	0	0	0	0				
40	1,597	1,670	0	4,702	0	1,083				
41	405,866	358,532	51,338	78,427	0	4,813				

	A	B	C	D	E	F	G	H	I	J	K
	2007	2008	2009	2010	2011	Y-to-Date	Levy	2012 Proposed	Comments		
	Actual	Actual	Actual	Actual	Budget	Y-to-Date	Levy	Other	Rev Source		
42	769,729	728,177	859,527	848,978	323,000	196,922	411,127	25,166			
43											
44											
45	53,498	61,370	0	0	0	35,013			Fund Balance		
46	43,741	110,500	0	0	0				Fund Balance		
47									Fund Balance		
48									Fund Balance		
49					5,000				5,000 Fund Balance		
50											
51	864,958	904,047	859,527	848,978	328,000	221,935	411,127	10,166			
52											
53											
54											
55											
56											
57	0	0	0	0	0	0	0	0			
58	0	0	0	0	0	91	175				
59	1,273	2,128	1,535	2,719	2,000	1,047	2,000				
60											
61	3,140	2,886	4,300	1,847	2,800	0	3,900				1500 - mayor, 600 - councilors
62	495	396	495	475	495	0	1,560				
63											
64	20,784	21,923	32,935	51,131	52,855	21,615	38,885				Total Y-T-D: 38,600
65	5,555	5,652	0	0	0	4,598	5,500				rate: 10%
66	3,135	3,600	0	0	0	1,952	2,970				rate: 5.4%
67	0	0	0	0	0	2,192	3,988				rate: 7.25% (SS % may change in 2012)
68	6,037	0	0	0	0	1,872	3,438				rate: 1.43%
69	8,724	9,700	6,676	0	0	671	797				rate: 6.2%
70	0	0	0	0	0	2,849	3,410				
71	0	0	0	0	0	671	797				
72	0	0	0	0	0	2,309	3,410				(SS % may change in 2012)
73	0	0	0	0	0	55	0				
74	0	0	127	0	0	16	100				
75	0	0	0	0	0	0	0				
76	0	0	0	0	0	0	0				
77	3,680	3,682	4,064	3,500	0	0	0				
78	47,915	51,233	37,126	54,631	52,855	38,600	63,295				
79											
80	0	2,035	0	4,311	0	0	3,500				
81	0	0	0	0	0	0	100				
82	0	0	470	0	470	470	500				
83	0	0	0	0	0	0	0				
84	0	0	0	0	0	0	50				
85	0	0	0	0	0	0	250				

	A	B	C	D	E	F	G	H	I	J	K
	2007	2008	2009	2010	2011	Year-Date	Levy	Other	Rev Source	Comments	
2	Actual	Actual	Actual	Actual	Budget	Y-to-Date					
3	0	2,035	470	4,311	470	470	4,400			Even numbers years	
87	Office Operations										
88	Office Supplies	3,012	3,493	3,413	2,846	1,578	3,000				
89	Operating Supplies	0	0	0	445	888	100				
90	Repair & Maint. Supplies	125	470	0	520	0	0				
91	Office Equipment	42,130	0	0	2,023	1,953	1,500				
92	Small Tools & Minor Equip (copier)	0	0	0	70	0	300				
93	Contracted Services	0	0	0	59	119	325				
94	Postage/Postal Permits										
95	Office Supplies	451	424	0	433	505	1,000				
96	Reprints & Reimbursements	0	0	0	52	0	0				
97	Subtotal	45,718	4,387	3,413	6,447	9,800	6,225				
98	Financial Administration										
99	Auditing Services	0	0	0	22,874	15,143	4,000			Desk audit of internal control practices	
100	Fees (banking)	0	0	170	472	164	400				
101	Subtotal	0	0	170	23,346	15,307	4,400				
102	Insurance - City										
103	Insurance	6,607	7,407	0	0	7,600	0				
104	General Liability Ins.	0	0	5,677	3,604	4,238	4,355			trend 2.3% increase	
105	Property Insurance	0	0	930	2,160	1,719	1,770				
106	Vehicle Insurance	0	0	0	69	76	72				
107	Workers Compensation	0	0	676	690	605	625			2011 included premium plus audit	
108	Excess Liability	0	0	0	900	900	927				
109	Crime Coverage	0	0	0	133	120	125				
110	Municipal	0	0	1,500	0	720	745				
111	Subtotal	6,607	7,407	9,459	8,246	7,600	8,372			Could reduce premium with higher deductible	
112	Assessing										
113	Contracted Services	5,336	4,965	5,978	5,164	5,200	5,918				
114	Legal Services	9,787	12,668	6,557	15,731	8,000	5,228			Inc. city fee for special assessment billing (\$594)	
115	Professional Services										
116	Engineer Service	21,701	9,353	3,160	2,818	5,000	4,851				
117	Professional Services										
118	City Training & Development										
119	Training	515	0	660	40	2,540	1,544				
120	Transportation	0	0	32	0	900	88				
121	Dues & Subscriptions	3,746	4,559	5,430	5,275	1,000	315				
122	Grants										
123	Grants WB counseling ctr	0	0	0	0	3,150	0				
124	Grants (pandemic) fireworks	0	5,762	0	0	200	0				
125	City Hall-Gov't Buildings										
126	Repair & Maint. Supplies	5,204	5,363	2,130	176	12,000	812			ADD ON: COUNCIL TO DETERMINE AMT.	
127	Professional Services	0	0	0	182	324	0				
128	Contracted Services	0	0	0	418	0	0				
129	Telephone	1,001	1,008	0	1,158	750	1,300				
130	Utility Services	2,332	3,438	6,631	3,249	2,441	5,000				
131	Buildings & Structures	6,846	6,525	0	10,861	325	7			ADD ON: COUNCIL TO DETERMINE AMT.	

A	B	C	D	E	F	G	H	I	J	K
	2007	2008	2009	2010	2011	Yr-to-Date	Levy	2012 Proposed	Rev Source	Comments
	Actual	Actual	Actual	Actual	Budget			Other		
2										
3	Computer/Internet	0	0	336	0	0	0			
132	Subtotal	15,983	16,134	9,097	12,000	4,652	6,300			
133	Cable Equipment/Service	0	0	0	0	0	0			
134	Contracted Services	0	0	990	0	662	0	1,200	Grant - Cable Com	
135	Communication	0	0	0	0	0	0			
136	Newsletter	0	0	0	0	0	0			
137	Operating Supplies	0	0	0	0	0	0			
138	Contracted Services	0	0	0	0	100	400			
139	Printing and Binding	0	0	0	1,000	0	0			
140	TOTAL	162,416	123,613	88,852	131,810	92,488	129,674	1,200		
141										
142										
143	Police									
144	Contracted Services	81,154	86,129	89,667	88,500	53,201	90,935			Increase 2.75%
145	Fire									
146	Contracted Services	19,181	20,058	21,375	20,100	19,088	20,500			Increase 1.95%
147	Other Protection									
148	WA County - CODE RED Mass Comm System						68			
149	W/L - Water & Sewer Emergency Service									ADD ON: COUNCIL TO DETERMINE AMT
150	Contracted Services	0	0	0	0	0	1,000			
151	Dept of Labor Fees	0	0	1,185	0	692	700			
152	County Environmental Charge			627						
153	Animal Control	1,610	1,332	1,237	0	857	0			Increase 1.95% Fees don't cover costs
154	Refuse Collection	52	133	79	0	304	0			
155	Building Inspection (non lev)									Increase 1.75% fee (of net)
156	Small Tools and Minor Equipment									
157	Contracted Services	9,117	13,339	22,387	0	15,664	0			Fees as pass thru, don't cover 100% of costs.
158	Fees (variance, conduse permits)	2,440	4,264	0	0	692	145			
159	TOTAL	113,554	125,255	136,557	108,680	125,871	113,203	9,575		
160										
161	Improvements Other than Buildings	0	0	0	3,000	0	0			
162	Survey Public Spaces									
163	Highways, Streets & Roadways									ADD ON: COUNCIL TO DETERMINE AMT
164	Repair & Maint. Supplies	2,318	0	10,703	0	516	2,000			
165	Contracted Services	0	9,415	0	21,500	7,254	5,000			
166	Street Sweeping	4,716	5,150	0	0	0	5,000			
167	Crack Sealing	9,778	9,778	0	0	0	0			
168	Seal Coat	24,744	25,050	0	0	35,739	0			
169	Street Signs				1,000	202	4,000			
170	Ice and Snow Removal									
171	Operating Supplies (salt sand)	4,950	4,172	0	0	3,266	7,000			sand/gravel
172	Contracted Services	10,024	8,465	18,404	0	5,904	14,000			plowing
173	Subtotal	46,752	62,030	29,107	22,500	67,628	37,000			
174	Street Lights									
175	Utility Services	12,877	13,289	12,979	13,800	14,847	15,000			
176	Drainage - Structure Care									
177	Contracted Services	0	6,702	0	2,000	228	2,500			catch basin and sump clean out

A	B	C	D	E	F	G	H	I	J	K
	2007	2008	2009	2010	2011	2012 Proposed	2012 Proposed	Rev Source	Comments	
2	Actual	Actual	Actual	Actual	Budget	Yr-to-Date	Levy	Other		
3	Fees	0	0	0	400	117	0			
178	Subtotal	0	6,702	0	628	2,114	2,500			
180	Water Utility	0	0	0	0	0	0			
181	Refunds & Reimbursements	0	0	0	554	270	0			
182	Sewer Utility	0	0	0	270	270	0			
183	Refunds & Reimbursements	0	0	0	0	270	0			
184	TOTAL	59,629	82,021	42,086	83,927	41,300	28,760	54,500	0	
UTILITIES & RECREATION										
186	Recreation	0	0	0	41	96	100			
187	Operating Supplies	0	0	0	0	0	0			
188	Dues & Subscriptions	0	0	0	0	200	200			
189	Comm Even- Parade/Music/Fireworks	0	0	0	0	1,500	900	1,500		
190	Paris	0	0	0	0	0	0			Plus mayor wage offset \$1500
191	Wages and Salaries	3,836	7,154	0	5,508	4,255				
192	Federal Tax - Employee	0	0	0	12	12				
193	State Tax - Employee	0	0	0	34	16				
194	Unemployment Compensation	0	0	0	174	0				
195	Medicare - Employer	0	0	0	66	66				
196	Social Security - Employer	0	0	0	302	302				
197	Social Security - Employee	0	0	0	191	191				
198	Medicare - Employee	0	0	0	66	66				
199	Office Supplies	0	0	0	30	0				
200	Operating Supplies	752	550	0	1,392	661				
201	Repair & Maint Supplies	32,729	6,735	0	990	714				
202	Professional Services	0	0	0	190	0				
203	Contracted Services	0	0	0	1,902	2,726				
204	Utility Services	517	590	0	507	755				
205	Fees	0	0	0	35	0				
206	Buildings & Structures	0	0	0	1,429	801				
207	Furniture and Fixtures	0	0	0	1,212	0				
208	Garbage Pickup	377	459	0	0	0				
209	Subtotal	38,211	15,488	16,388	13,304	18,000	10,563	13,000	5,000	Park Fund
210	TOTAL	38,211	15,488	16,388	13,345	19,500	11,759	14,800	5,000	
SANITATION										
211	Tree Care/Inspection	0	0	0	701	1,500				
213	Contracted Services	0	0	0	0	0				
214	Tree Removal	0	0	0	321	0				
216	Diseased Trees	2,585	4,173	4,218	0	0				
217	Contracted Services	4,499	5,453	0	4,762	1,854		3,200		
218	Sanitation - Recycling	0	0	0	0	0		0		
219	Contracted Services	93,430	96,378	8,849	12,537	12,000	6,364	10,350	1,650	WACO Grant
220	Lawn Care/Maintenance	0	0	0	0	0		0		
221	Contracted Services	7,083	7,998	0	4,480	7,000	2,055	7,000		
222	TOTAL	107,597	114,002	13,067	22,800	24,500	10,273	22,050	1,650	
CONSERVATION - NATURAL RESOURCE										

